



ARC ACADEMY

— APOSTOLIC • EXCELLENCE • COMMITMENT —

— EST. 2021 —

APOSTOLIC IN EXPERIENCE, WORD, AND DEED

EXCELLENCE IN ACADEMICS, CHARACTER, AND COMMUNITY

COMMITMENT TO IMPACTING GOD'S KINGDOM

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STAFF DIRECTORY

Lisa Franks, Head of School & Elementary Principal	lisa@thearcwm.com
Danyelle Hotard, Assistant H.O.S. & K-3rd Supervisor	hotard@arcacademywm.net
Kevin Stewart, Secondary Principal & H.S. Math	stewart@arcacademywm.net
Ken Hofler, Athletic Director	khofler@comcast.net
Wade Robinson, Assistant Athletic Director & Baseball	robinson_wade@hotmail.com
Eric Hotard, School Counselor	eric@thearcwm.com
Tracy Copeland, Financial Officer	tracy@thearcwm.com
Kelli Vallery, Kindergarten Teacher	kelli@arcacademywm.net
Beth Christesen, 1st Grade Teacher	beth@arcacademywm.net
Emilee Chistesens, 2nd-3rd Teacher	emilee@arcacademywm.net

Erin Brown, 4th-5th Supervisor
Bridget Hofler, 4th-5th Teacher
Brittney Stewart, 6th-7th Teacher
Ambi Bundy, 6th-7th Teacher
Nate Brandon, High School Science
Cicelee Rowe, High School Social Studies
Madeline DeLaRosa, High School ELA
Jon DeLaRosa, Physical Education, Girls Basketball
MJ Neal, Physical Education, Boys Basketball
Brandon Turner, Music
Alaina Stewart, Music
Hayley Henson, Vocals
Dedrick Collins, Girls Volleyball
**All staff may be contacted via Jupiter as well.*

brown@arcacademywm.net
bridget@arcacademywm.net
bstewart@arcacademywm.net
ambi@arcacademywm.net
nate@arcacademywm.net
cicelee@arcacademywm.net
mdelarosa@arcacademywm.net
jon@arcacademywm.net
mj@arcacademywm.net
brandon@arcacademywm.net
alaina@arcacademywm.net
hayley@arcacademywm.net
dcollins@arcacademywm.net

BOARD OF DIRECTORS

Pastor Nathan Thornton, Chairman
Shelley Thornton, Vice Chairwoman
Tracy Copeland, Treasurer
Barry Franks
Lance Mulhearn
Dr. Burton Ashworth

Warriors Will... **R.I.S.E.**

Respect

- Honor each other as well as be obedient to those in authority
- Communicate properly and respectfully at all times
- Uphold compliance to school and classroom expectations
- Be Kingdom minded in school, class, and field of play

Integrity

- Keep your word and admit when you are wrong
- Be coachable, correctable, and considerate

- Maintain personal discipline and self control at all times
- Strive to be better everyday

Service

- Seek personal involvement in school, church, and community
- Exercise opportunities to leave things better than the way you found them
- Help, include, and elevate others
- Serve God in all that you do personally, spiritually, and academically

Excellence

- Take the initiative to do your best in all things
- Lead as you want to be lead and follow as you want others to follow you
- Be proactive and intentional in work, study, and performance
- Seek mentorship and guidance on how to progressively improve your outcomes

APOSTOLIC RESTORATION CHURCH ACADEMY (ARCA) believes that all children are created for God's glory and endowed with inalienable potential to acquire wisdom and knowledge. It is our **VISION** that ARC Academy students become responsible servant leaders of the 21st century.

Committed to truth, discipline, and values, according to the gospel of Jesus Christ, ARCA employs evidence based curriculum as well as time tested methods to educate our students. All academic endeavors are permeated with a God centered perspective.

This Apostolic, Jesus name, school seeks to equip and unleash productive citizens prepared for college, career, and Kingdom for the restoration and salvation of our community.

MISSION STATEMENT AND SCHOOL PURPOSE

“Apostolic in experience, word, and deed. Excellence in academics, character, and community. Commitment to impacting God's Kingdom.”

The express purpose of Apostolic Restoration Church Academy is to instruct, direct, and equip the next generation of Apostolic leaders. Our intense focus on academic excellence and spiritual commitment creates an environment where students can excel in the essentials of life. By employing rigorous curriculum standards, timely and effective instruction, and college preparatory strategies; our students are prepared to take on the educational and professional challenges to come. As hallmarks of a daily walk with Jesus, an established focus on Bible, Chapel, Prayer, and Devotion develop a lifelong pursuit and love for our Lord and Savior Jesus Christ. By maintaining a Christ and community centered approach in both spiritual and

academic endeavors, our students are able to become the light that we are meant to be in our current world. Wholesome experiences in service, competition, and personal growth create well-rounded individuals capable of great things in God's Kingdom.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, infallible Word of God.
- We believe that there is only one God.
- We believe in the deity of our Lord Jesus Christ, in his Virgin birth, in His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation:
 1. Repentance,
 2. Water baptism (in the name of Jesus and for remission of sin)
 3. The infilling of the Holy Spirit. (Acts 2:38, John 3:5)
- We believe in the present ministry of the Holy Ghost by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost. They that are saved will rise unto the resurrection of life and they that are lost, unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that God created the human person as either male or female in His image and likeness, that a person's sex is not changeable per God's design and that God's design for marriage and the family is the union of one man and one woman from whose union children are brought into the world. A person's life begins at the moment of his or her conception and should be protected until natural death.

STATEMENT OF NON-DISCRIMINATION

Apostolic Restoration Church Academy (ARCA) admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. ARCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs, or other school-administered programs.

ARCA is a private Christian school owned and operated by Apostolic Restoration Church and reserves the right to uphold and apply its biblical beliefs, statement of faith, moral standards, and

religious convictions in all aspects of school life, including curriculum, discipline, employment, and student conduct.

CAMPUS SECURITY

ARCA makes every effort to provide a safe learning environment for all students. Accordingly, as noted in our dismissal procedure, we take appropriate steps to ensure students only leave with authorized individuals. Weapons of any kind are not permitted on ARCA's campus. Violation of this policy may result in the immediate expulsion of the student.

On Campus Emergency:

In the event of an emergency on campus, ARCA will take all appropriate steps to promptly notify parents of the situation as it is able, understanding that the safety of our students and personnel take priority in any such situation. Please do not come to campus in such an event until instructed to do so by ARCA personnel. Any alteration to dismissal procedures set out in this Handbook will be communicated in such an event.

Security Cameras and Footage:

ARC/ARCA does maintain security cameras on campus. Footage from those cameras is kept for a limited period of time and is for the exclusive use by ARC/ARCA to ensure individuals on campus are safe and to assist in the investigation of any on campus incidents. ARCA may, in its sole discretion, allow a parent to review certain footage, if deemed necessary, to address an issue that took place on campus and is captured on the footage. However, review of such footage is the exception rather than the rule.

Search and Seizure:

Apostolic Restoration Church Academy reserves the right to search lockers, desks, vehicles, or personal belongings for objects or materials deemed noncompliant with school expectations or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

School, Class, Student Visits:

School, student, and class visits are limited. For the purposes of safety and security, all visitors must adhere to the following procedure to gain access to students or classes during the standard school day.

- Visitors will be required to sign in and out at the ARC office. A visitor pass must be worn while on campus.
- Parents will need to write a note of permission for an outside individual to visit their child.
- All visits must be scheduled well in advance of the visit and must be authorized by the teacher(s) involved and ARCA administration.
- Access to students will be prohibited unless authorized by the teacher(s) involved and ARCA administration.
- The intent and purpose of the visit must also be communicated well in advance of the visit.
- Visits with teacher(s)/ARCA administration, after standard school hours, may be permitted if authorized and scheduled by the teacher(s)/ARCA administration involved. ARCA administration may elect to set in on any meeting with ARCA staff.
- Lunches, gifts, necessary items, etc are to be dropped off at the ARC office to be collected by the student/teacher when they are free to do so.
- Parents/guardians are permitted to eat lunch with their student(s) if authorized by the students homeroom teacher.
- Visits to special events and R.I.S.E. services are highly encouraged. Individuals attending these events do not have to sign in/out but will be required to leave campus immediately after the completion of the event if the standard school day progresses. Some special events may necessitate the dismissal of students after the event is completed. In the event that this is necessary, notices will be communicated well prior to the event via Jupiter.

Inclement/Emergency Weather Conditions:

In the event of developing inclement/emergency weather conditions during the school day, ARCA administration will monitor the event, emergency weather alerts, and shelter in place alerts. Once deemed necessary, students and staff will shelter in place at designated locations on campus. Students will not be released to leave during these events.

In the event of developing inclement/emergency weather conditions outside of the school day, ARCA administration will monitor the event, as well as emergency weather alerts to determine if the school day will be delayed or cancelled. Factors, such as, student/staff safety, productivity, etc. will be considered before the delay or cancellation of school. Notice of delay/closure will be communicated, as soon as possible, via Jupiter. Please note that Ouachita Parish School closures or delays may or may not result in ARCA closures or delays. Remote online classes or assignments may be scheduled in an attempt to keep students on pace during inclement weather/emergency situations.

HEALTH & WELLBEING POLICY

The health and wellbeing of ARCA students and staff are an utmost priority for ARC Academy. In the event of illness or injury that occurs on school property and off campus during school sponsored events, the following policy must be adhered to:

- Off Campus Illness. Students must remain off campus until they have been fever free for 24 hrs, without the aid of fever reducing medication. If the contagious illness does not involve fever, the student may return to school once the Dr. prescribed quarantine has elapsed.
- On Campus Illness. The student will be quarantined and guardian/emergency contact will be alerted to pick up the ill student. Students must remain off campus until they have been fever free for 24 hrs, without the aid of fever reducing medication. If the contagious illness does not involve fever, the student may return to school once the Dr. prescribed quarantine has elapsed.
- Minor accident or injury. School personnel will administer first aid and contact the student's guardian regarding the incident.
- Serious accident, illness, or injury. School personnel will immediately contact the student's guardian to receive instruction on how to proceed. If the student's guardian is unable to be reached, school personnel will contact the student's primary physician and will follow his/her instructions. If this is not possible, school personnel will take necessary actions to ensure the safety and wellbeing of the student.
- Life threatening injury or illness. school personnel will contact and dispatch emergency services on behalf of the student and then immediately contact the student's guardian or other emergency contacts listed if the guardian can not be reached.

MANDATORY REPORTING of CHILD ABUSE, NEGLECT, & STUDENT SAFETY

ARCA is committed to providing a safe, secure, and Christ-centered environment where every student is protected from abuse, neglect, exploitation, and harm. All employees, volunteers, contractors, and school representatives share the responsibility of safeguarding students and complying with all applicable Louisiana mandatory reporting laws.

This policy establishes the procedures for recognizing, reporting, and documenting suspected child abuse, neglect, and other situations affecting student safety.

Policy Statement:

Every employee of ARCA is expected to immediately report any reasonable suspicion of child abuse, neglect, exploitation, or other circumstances that place a child at risk. The school will cooperate fully with law enforcement, child protection agencies, and other authorized governmental entities during investigations.

This policy applies to:

- Full-time employees
- Part-time employees
- Administrators
- Faculty
- Coaches
- Teacher aides
- Office personnel
- Bus drivers
- Cafeteria staff
- Volunteers
- Contractors who have regular contact with student

Definitions:

For purposes of this policy:

Child Abuse includes physical injury, sexual abuse, emotional abuse, exploitation, trafficking, or any act that endangers the welfare of a child.

Neglect includes failure to provide necessary food, shelter, clothing, supervision, medical care, education, or protection.

Reasonable Suspicion means an objectively reasonable belief based on observations, disclosures, behavior, physical evidence, or other credible information. Proof is **not** required before making a report.

Mandatory Reporting Responsibilities:

Any employee who:

- witnesses suspected abuse;
- observes signs of abuse or neglect;
- receives a disclosure from a student;
- becomes aware of possible sexual misconduct;
- suspects human trafficking;
- believes a child is in danger;

must immediately make a report in accordance with Louisiana law.

OBJECTIVES IN EDUCATION

- Prepare children spiritually by instilling a personal responsibility to and appreciation for the Lord Jesus Christ.
- Prepare children to successfully live in a democratic system; helping them to develop a sense of responsibility as a citizen and a Christian.
- Offer an instructional program that meets the academic needs of children. One that encourages them to think clearly, logically, and independently, as well as, achieving mastery in the tools of learning and communication.
- To develop moral, ethical, and spiritual senses.
- Provide them with opportunities to develop understanding and appreciation of their own personal worth and that of others.
- Provide opportunities to develop skills necessary for making a living.
- Offer opportunities to participate in wholesome forms of recreation.
- To intensively prepare all graduates for college entry through College and Career Preparatory Programs such as dual enrollment and online elective courses.

STANDARDIZED & NORM-REFERENCED TESTING

Student assessment is an essential component of measuring student achievement and supporting continuous improvement in teaching and school effectiveness. ARC Academy conducts annual standardized and norm-referenced assessments to evaluate academic progress, identify individual student needs, guide instructional planning, and inform school improvement efforts. Students will participate annually in the following standardized and norm-referenced assessments:

- Dibbles (first, mid, & end of school year): K5-8th
- IOWA (Spring): 2nd-7th
- Pre ACT (Spring): 8th-10th
- ACT (Fall Sr's, Spring Jr's & Necessary Sr's): 11th-12th

All assessment results will be reviewed and analyzed to guide continuous improvement efforts for students, teachers, and the school as a whole. Individual student assessment results will be shared with parents or guardians as soon as they are received and are available upon request. A copy of each student's assessment results will also be maintained in the student's cumulative educational record.

COURSE OF STUDY & CHALLENGED MATERIALS

ARC Academy's course of study is in compliance with Louisiana State Educational Standards, as well as, meets the expectations of ARCA doctrine. ARC Academy utilizes the Abeka curriculum as the foundation of its instructional program. Abeka is a comprehensive, research-based, college-preparatory curriculum that is taught from a biblical worldview and is designed to promote academic excellence, strong character development, and critical thinking skills.

Constituents are extended the right to challenge material involved in the course of study by appealing to the teacher involved and administration if appeal is not properly addressed. All material challenges will be reviewed by the teacher involved and explained, modified, or removed. Modified or removed material will be coordinated with ARC Academy Administration before modification or removal is established.

STUDENT TRANSCRIPTS & CUMULATIVE RECORDS

Students' transcripts and records will be kept secure and protected according to the practices, procedures, and regulations established by the Family Educational Rights and Privacy Act (FERPA) and applicable Louisiana law. *For more information visit:* [FERPA Information](#)

Student transcripts will be:

- Kept both physically and digitally.
- Kept official and current as to the end of each school year.
- An accurate record of the courses, grades, and High School GPA earned.
- Devoid of subjective observations or statements.
- Included in the student's cumulative records.

Student's transcripts may be requested by and obtained by the student's guardian(s) and official academic governing bodies. All official transcript requests must be made through ARCA administration or the ARCA Guidance Counsellor.

Cumulative records must also include:

- A copy of the student's Social Security Card.
- A copy of the student's immunization record.
- A copy of the student's Birth Certificate.
- A copy of the student's attendance records.
- A copy of the student's annual report card.
- A copy of the student's standardized and norm reference test results.

All cumulative records must be prepared, filed, and archived in a timely, secure, and professional manner. Cumulative records are only accessible by ARCA administrators or trusted designees.

Student Records and Privacy:

The school maintains student records in a secure and confidential manner in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Louisiana law.

Parents or legal guardians (and eligible students as defined by law) may request to inspect or obtain copies of their student's educational records by submitting a written request to the school office. The school will verify the identity of the requester before granting access.

Student records will be released only:

- With written authorization from a parent, legal guardian, or eligible student;
- To another school in which the student is seeking or has enrolled, as permitted by law;
- To authorized school personnel with a legitimate educational interest; or
- As otherwise required or permitted by law, including compliance with a lawful court order or in a health or safety emergency.

Original student records remain the property of the school and will not be removed except as permitted by law or school policy. The school maintains a record of authorized disclosures and takes reasonable measures to protect the confidentiality and security of all student records.

*Under the discretion of the Board of Directors and ARCA Head of School, student records, including transcripts, may not be released until obligations to ARCA, both financial and academic, are current or have been met in full.

ARCA GRADE & GPA SCALE

<u>Grade:</u>	<u>Regular GPA:</u>	<u>Honors GPA:</u>
100-97 A+	4.0	5.0
96-94 A	4.0	5.0
93-90 A-	3.7	4.7
89-87 B+	3.3	4.3
86-84 B	3.0	4.0
83-80 B-	2.7	3.7
79-77 C+	2.3	3.3
76-74 C	2.0	3.0

73-70 C-	1.7	2.7
69-67 D+	1.3	1.3
66-64 D	1.0	1.0
63-60 D-	0.7	0.7
59-Below F	0.0	0.0

BIBLE CURRICULUM

Bible study is recognized, at ARC Academy, as a fundamental requirement for all students. It augments the subjects of Math, English, Social Studies, Science, and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, “The fear of the Lord is the beginning of knowledge”. The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively through the Word of God.

TEACHER STANDARDS

The Administration of ARC Academy approves all the teachers of ARC Academy academically, morally, and spiritually before they join the faculty. All teachers are required to be lifelong learners and willing to pursue professional development in classroom instruction. The foremost requirements for teachers of ARC Academy are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ.

MAIS

As the accrediting organization of ARC Academy, Midsouth Association of Independent Schools (MAIS) requirements, qualifications, and expectations must be adhered to.

MAIS accredited schools will uphold the expectations and regulations outlined in the MAIS Accreditation Manual, as well as:

- Require administrators and teachers to meet or exceed the credential requirements of MAIS.
- Require administrators and teachers to receive professional development that meets MAIS requirements.
- Require all Elementary Schools to test all students according to MAIS specifications for achievement.
- Require High Schools to prepare students for post secondary education via College Readiness and Testing Requirements.
- Require all graduates to meet MAIS requirements.
- Require transfer students to meet MAIS Transfer Student requirements.

FACILITIES, SERVICES, & EQUIPMENT ENVIRONMENTAL POLICY

ARCA is committed to maintaining facilities, services, and equipment that provide a safe, clean, healthy, and well-maintained learning environment for students, employees, and visitors. The school recognizes that the condition of its physical environment directly supports student learning, employee well-being, operational efficiency, and the fulfillment of its Christian mission.

Through regular maintenance, preventative care, timely repairs, and responsible stewardship of school resources, ARCA strives to provide an environment that supports excellence in education and reflects its Christian mission. Therefore, ARCA shall maintain all facilities, grounds, services, and equipment in a manner that:

- Provides a safe and healthy educational environment.
- Supports effective teaching and learning.
- Protects students, employees, and visitors from unnecessary hazards.
- Preserves school property and assets.
- Complies with applicable federal, state, and local health, safety, fire, and building regulations.
- Reflects the school's commitment to excellence and responsible Christian stewardship.

Student's Responsibilities:

Students are expected to:

- Respect school property.
- Report unsafe conditions to a faculty member.
- Use facilities and equipment responsibly.
- Help maintain clean classrooms and common areas.

ADMISSION POLICY

Students will not be admitted to ARC Academy who have participated in activities out of harmony with the expectations and policies outlined in the student handbook, including, but not limited to, drug/alcohol/tobacco abuse, promiscuity, occult activity, alternative lifestyles/sexual identity, and immoral/violent/inappropriate behavior. In the event that any of these characteristics manifest, while the student is enrolled at ARC Academy, they will be subject to immediate expulsion without the right to appeal.

All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program, a student must maintain a (C) average in each subject and exhibit a cooperative attitude with our school program. Each student's record is reviewed by the administration yearly, and each student's admission is based on specific criteria.

APOSTOLIC RESTORATION CHURCH ACADEMY (ARCA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards of conduct or student expectations as defined by this handbook and ARCA administration. In upholding the dignity granted to each person as male or female, ARCA reserves the right to not admit any student who rejects his or her biological sex and adopts an identity of the opposite sex or who engages in any sexual behavior. If a student or parent does not adhere to ARCA's established expectations and Statement of Faith, the school reserves the right to deny admission or require the student to transfer to another school that better aligns with the family's beliefs.

ADMISSION PROCESS (NEW STUDENTS/RE-ADMISSION)

1. Schedule a tour on the [ARC Academy website](#). Please read the ARC Academy Student Handbook and reach out to your contact with any questions or concerns you might have.
2. Application to ARCA may be completed via the [ARC Academy New Student Application](#). Upon completion of the ARCA New Student Application Form ARC Academy Administration will process and review the application and will contact you regarding enrollment status.
3. A placement test exam is required for all home schooled students entering ARCA and may be requested for all other applicants as well.
4. Previous school contact information must be provided. ARCA will contact the previous school for recommendations, cumulative records, disciplinary records, statement of "good standing", and/or standardized testing scores.
5. Approved applicants will become candidate students when all final enrollment requirements have been met.
6. Final enrollment is only complete when we have received:

- a. Birth Certificate – A copy of the student's official birth certificate, not the hospital-issued "mother copy."
- b. Social Security Card
- c. Copy of Parent Driver's License
- d. Immunization Certificate – Official State of LA Department of Health, dated within six months.
- e. Report Cards/Transcript – Last two years.
- f. Standardized Testing
- g. Disciplinary Record
- h. Two Letters Required (Grades 7-12th): Please submit two reference letters: one from an academic source (teacher, counselor, etc.) and one from a character reference (pastor, mentor, etc.). Both should be non-family members.
- i. First month's tuition.
- j. Curriculum Fee paid in full.

There is a three-business day processing period for all documents and payments. Students will not be admitted to class until documents and payments have been processed. No new students will be admitted after February 1.

FINANCIAL TERMS [ARC Academy Financial Terms 2026-2027](#)

Enrollment Fee:

- Early Enrollment: \$75.00 before May 31 per household.
- General Enrollment: \$150.00 June 1-June 30 per household.
- Late Enrollment: \$200.00 after July 1 per household.

*Enrollment fees are non refundable. No student is eligible for enrollment after February 1, 2027.

Curriculum Fee:

Curriculum fees must be paid before the start of the school year due to the large cost incurred. Curriculum fees include a yearbook and individual/class/sports pictures per student. *Fall pictures will be handled on an individual basis.*

-\$500/Student. Please select payment option below:

- 2 payments of \$250 June and July 2026.
- Pay in full prior to August 1st, 2026.

Tuition:

\$4500/school year.

- \$450/student payment is due on the 1st of each month (based upon a 10 month schedule of payments).
- Payments are due for each month from August 1, 2025-May 1, 2026.
- Tuition is non-refundable after the students first attended day of each month.
- Tuition not received by the 10th of the month due will incur a monthly late fee of \$50.00/Student.
- First month's and past due tuition must be paid by August 1, 2025 to fully enroll a student into ARCA.
- Multi student discounts are available at \$50/month per additional student. Additional students must be of the same household.

Students eligible for the ARC supporter discount will be issued a voucher which will be applied at the start of the school year.

**Note: Tuition, fees, and dues will be billed in full at the start of the school year or as they arise throughout the school year. It is your responsibility to properly follow the prescribed payment schedule. All alterations to the payment schedule are to be communicated immediately to Tracy Copeland via email: tracy@thearcwm.com*

SPECIAL NEEDS EDUCATION POLICY

ARC Academy is committed to providing a nurturing, Christ-centered educational environment. In keeping with our mission, we recognize the importance of addressing the diverse learning needs of students, including those with identified learning differences or special needs.

The school may provide reasonable accommodations to meet individual learning needs, including modifications to curriculum, instructional strategies, or classroom environment. Parents/guardians are encouraged to provide relevant educational or medical documentation to assist the school in understanding and supporting the student's needs. Accommodations will be provided to the extent that they are feasible within the school's staffing, resources, and mission.

ARC Academy is not required to provide services mandated in public school law, including federally mandated special education services or individualized education plans (IEPs). If a

student's needs exceed the school's capacity to provide appropriate accommodations, the school may explore alternative educational solutions or recommend other resources to meet the student's needs.

Acceptance and continued enrollment at ARC Academy is based on the student's alignment with the school's Christian mission, values, and educational philosophy. While the school seeks to support students with diverse learning needs, enrollment and accommodations may be limited by the school's ability to provide a safe and supportive learning environment for all students.

ARC Academy staff will maintain ongoing communication with families regarding student progress, accommodations, and emerging needs, ensuring that each student receives appropriate support consistent with the school's mission.

ADMINISTRATION/STAFF COMMUNICATION

Please feel free to consult with the school teachers/administration about any problems or questions concerning the welfare of your child. It is the desire of ARCA to be of service to both parents and students. For the sake of transparency, please contact teachers/administration via Jupiter. Please be considerate concerning nonemergency contact and limit contact to the hours of 7am-6pm Monday-Friday. Please avoid disrupting corporate prayer, church services, and special events to discuss school business. We must ask that visits be made by appointment with the teacher/administrator at a convenient after-school hour. No parent/visitor is allowed in the classroom during the school day without approval of the ARCA administration.

STUDENT/PARENT GRIEVANCE POLICY

ARC Academy is committed to maintaining a Christ-centered environment where concerns are addressed with respect, honesty, and a spirit of reconciliation. Students and/or parents are encouraged to communicate concerns promptly and courteously so that issues may be resolved in a fair and timely manner.

The school encourages all members of its community to follow biblical principles for resolving conflict, including speaking the truth in love, seeking peace, and pursuing reconciliation whenever possible.

Grievance Procedure:

Step 1: Speak with the Appropriate Staff Member. Parents or students should first discuss the concern directly with the teacher, coach, or staff member involved. Most concerns can be resolved through respectful and open communication.

Step 2: Meet with the Principal. If the concern is not resolved after meeting with the staff member, the parent may request a conference with the Principal. The Principal will review the matter, gather relevant information, and seek a fair resolution.

Step 3: Appeal to the Head of School. If the issue remains unresolved, the parent may submit a written appeal to the Head of School within five (5) school days of the Principal's decision. The Head of School will review the matter and communicate a decision.

Step 4: Board of Directors Review. If the grievance involves a matter of school policy or if the parent believes the established procedures were not properly followed, a written request for review may be submitted to the ARCA Board of Directors through the Head of School. The Board will determine whether the matter warrants review. The decision of the ARCA Board of Directors is final.

Expectations:

- Concerns should be addressed promptly and respectfully.
- Anonymous complaints generally cannot be investigated.
- Gossip, social media complaints, or public criticism are not appropriate means of resolving school concerns.
- Students and parents are expected to demonstrate Christian character throughout the grievance process.
- Retaliation against any individual involved is prohibited.

Matters Outside This Policy:

Academic grades, student discipline, admissions decisions, employment matters, and other decisions made at the sole discretion of the school may not be subject to appeal beyond the level designated by school administration. By enrolling a student, parents acknowledge their agreement to follow this grievance procedure and to work cooperatively with ARCA leadership in maintaining a Christ-centered educational environment.

LEGAL LIABILITY

Participation in school activities, programs, and daily operations at ARC Academy involves certain inherent risks, including but not limited to physical activity, student interaction, and use of school facilities.

To the fullest extent permitted by applicable law, parents, guardians, and students agree to release, indemnify, and hold harmless ARC Academy, its administrators, employees, staff, volunteers, and agents from and against any and all claims, liabilities, damages, losses, or expenses arising out of or related to injury, illness, or harm to my child, except in cases of gross negligence, willful misconduct, or intentional wrongdoing by the school or its representatives.

This statement is intended to be as broad and inclusive as permitted by the laws of the State of Louisiana.

In the event that legal action is initiated on behalf of a student against ARC Academy, its administrators, employees, staff, volunteers, or agents, and such action is determined by a court of competent jurisdiction to be without merit or the school is found not liable, parents/guardians be responsible for reasonable attorney's fees and court costs incurred by the school in defense of such action, to the extent permitted by applicable law.

This statement does not waive protections that cannot be legally waived under state law and does not apply to acts of gross negligence, reckless conduct, or intentional harm.

If any provision of this statement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

This statement shall be governed by and interpreted in accordance with the laws of the State of Louisiana.

THE SCHOOL DAY

The school day at ARCA begins at 8:00 am and dismissal is 3:30 pm Monday-Thursday. Please have your child/children arrive no earlier than 7:30 am and remain no later than pick up at 3:30 pm.

Before/after school care is optional for a fee.

- Arrangements for before school care must be made through Kevin Stewart via email stewart@arcacademywm.net
- After school care must be scheduled through The Little ARC Academy. Contact Penny Chilton (318-537-9104) for more information.

Student pickup is at 3:30 pm each school day. Within reason, ARCA allows a 15 minute grace period for late pickup. Students remaining beyond 3:45 pm will be charged a late pick up fee assessed by ARCA administration.

For security purposes our Elementary School doors will be closed and locked from 8:00 am through 3:30 pm. For late arrival admittance contact the student's homeroom teacher for entry.

JUPITER

ARCA uses an online student information system, Jupiter, for communication, assignments, grading, calendar events, student demographic information, billing, reporting, attendance, and so much more. It is highly recommended that students and parents log in, access, and stay current with as many of the features and benefits of Jupiter as possible. Reach out to an ARCA administrator to gain access to these features.

BREAKFAST/LUNCH

Breakfast \$2.00

Lunch \$5.00

Breakfast and Lunches can be prepaid or will be billed after meals are ordered. Breakfast will be served 7:30-7:50 am. Lunch will be served during scheduled class/group times.

Students who choose not to participate in the lunch program can bring individual sack lunches. Microwaves are available for individual sack lunches.

STANDARDS OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being. In order to encourage spiritual growth, ARCA has adopted the following standards for students in attendance while they are at school and at home. The following Standards of Conduct apply to the normal school day, extracurricular activities, athletic events, field trips, and other ARCA sanctioned activities.

1. Meet or exceed the expectations, uniform dress code, and overt mission of ARC Academy as outlined in this handbook.
2. Maintain high standards of courtesy, kindness, morality, and honesty.
3. Be dressed appropriately and modestly.
4. Be kind and helpful to young children and always respect those in authority.
5. Refrain from swearing, smoking/vaping, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with drugs, or promiscuous conduct (being sexually active).
6. Commercial/over-the-counter drugs are prohibited without written consent. A doctor's note is required before prescription medication can be given during school hours. We adhere to this rule for the safety of our students.
7. Social Media & Apps - Posting negative comments, by students or parents, regarding ARCA, ARCA staff/students, etc. will not be tolerated as it is out of harmony with ARCA standard of conduct. Failure to comply with this policy may result in withdrawal of a student. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with ARCA standard of conduct.
8. ARCA is a weapon free school. Weapons, real or pretend, are strictly prohibited. Items, such as but not limited to: knives, firearms, pepper spray, and tasers are considered weapons. Possession on ARCA campus will result in seizure of property and immediate disciplinary action.

In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found in breach of ARCA Standards of Conduct face immediate disciplinary action, up to and including expulsion, when the general welfare demands it.

CODE OF CONDUCT

In order to best fulfill the goals of the discipline process, Apostolic Restoration Church Academy has established a Code of Conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Apostolic Restoration Church Academy can affect a student's standing at ARCA, as well as the reputation of ARCA. Therefore, it is the expectation of the administration that students adhere to the ARCA Code of Conduct at all times.

It is also understood that violations of the ARCA Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Apostolic Restoration Church Academy and its employees, including when riding ARC transportation, attending a school function, sport event, or activity.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibilities (doing assignments adequately and on time) and respecting authority.
- Respect for self, Apostolic Restoration Church Academy, its employees and students, and the property of others.
- Courtesy extended in all relationships – student to student or student to teacher/staff.
- Stewardship of the property, supplies, and equipment of Apostolic Restoration Church Academy, as well as, wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Students are to display a Christ-like attitude in all they say and do.

STUDENT EXPECTATIONS

At ARCA, we understand that known expectations empower students to succeed. Expectations have the unique ability to establish a foundation for excellence, therefore, expectations must be clearly stated. Meeting and exceeding expectations benefits the student and creates good long term habits as well as a sense of accomplishment. While it is the goal at ARCA to encourage students to exceed expectations, said expectations should be viewed as the minimal standard.

Failure to meet expectations has many negative consequences. Infractions not only affect the student who has failed to meet expectations but also the school as a whole. In light of that, it is vitally important to enforce infractions through fair handed disciplinary action.

While the expectations below represent a cross section of activities, no compilation can completely cover every expectation. Students are expected to strive for excellence in accordance with the activities mentioned below.

Attendance expectations:

- Timely attendance to school and class. (3 unexcused tardies will result in one absence).
*Student drivers may be subject to losing driving privileges.
- Remain on school campus until given permission to leave.
- Occupy locations where students are allowed by being present and accounted for at all times.
- Limit time out of class.
- Properly check out when leaving early.
- Properly check in when arriving late.
- Avoid unnecessary absences, skipping class, and skipping school.
- Provide prompt and valid excuses for absences to school and/or class.
- In the event of an absence, students are required to submit all missed assignments and make up all missed Quizzes/Tests/Exams the same day of return, unless otherwise instructed by the teacher(s) involved.

Student Driver Expectations:

Student driving is a privilege. All expectations must be met and maintained at all times. Failure to do so will result in revocation of this privilege.

- Maintain a speed limit across the campus no greater than 15 miles per hour. Authorized routes of travel and student parking are communicated during orientation and must be adhered to at all times.
- Yield to and give right of way to all pedestrians on campus.
- “No Parking” and “Fire Zones” must be heeded at all times.
- Vehicles may be cited for parking violations.
- All student drivers must provide the office with a completed and signed “ARCA Student Driver Form” including the make, model, color, and license number of their vehicles, as well as, non-sibling students authorized for transport. Written consent for transport must also be obtained from the guardians of non-sibling students as well.
- Students may not access their vehicles throughout the school day without the consent of their homeroom teacher or teacher on duty.
- Student drivers are permitted to leave campus at the end of their school day or upon being checked out by their parent/guardian. All other departures must be authorized by ARCA administration.

School Attire and Personal Appearance Expectations:

- Conform to ARCA’s published dress code/attire and personal appearance expectations found in this handbook.
- Take special note of the R.I.S.E. Attire expectations outlined in this handbook.

- Students found out of harmony with these expectations may be required to leave for or request a change of attire, alter their personal appearance, and face disciplinary actions for ongoing infractions.

Academic Expectations:

- Be prepared for class.
- Always do your own work. Peer review and assistance is only permitted upon authorization of the teacher involved.
- Bringing your laptop/tablet device to school, fully charged.
- Meet classroom responsibilities and expectations.
- Employ good study habits, such as, keeping a notebook, taking notes, keeping an assignment notebook, etc.
- Submit documents, completed assignments, and projects by due date and on time.
- Comply with teacher specific requests and expectations.

Classroom/School Etiquette Expectations:

- Behave in ways that support the educational and spiritual process.
- Respect, honor, and obey all ARCA staff.
- Be honest and have integrity at all times, especially while quizzing, and testing.
- Submit to, support, and engage in all things ARCA, including R.I.S.E. service, campus/ community service, and special events.

Classwork, Homework, Projects, and Paper Reports Expectations:

Classwork and Homework are a vital part of ARCA standards of education. Every effort will be made to encourage a student to finish classwork on campus. However, unfinished classwork must be completed, as homework, and turned in during the next class.

While ARCA staff will limit homework at every opportunity, homework will be assigned as needed. Homework can be assigned in the following categories: graded, ungraded (fluency), and bonus. It is the responsibility of parents/guardians to ensure that homework is completed properly and by the student.

Projects and Paper Reports will be assigned considering grade level, course, and subject matter. Projects and Paper Reports assignment and information will be communicated no less than two weeks before the due date.

S.T.E.M./History Projects may be assigned as year long, bi-annual, or quarterly assignments. The nature of S.T.E.M./History Projects include independent student work, pursuit of the trial and error/experimental process, reports on process and outcomes, and presentation of results. Packets will go out to students well in advance of the first check point and regular check points will be posted in Jupiter. Students unable to meet checkpoints or deadlines must preemptively communicate with the teacher involved to avoid reduced points.

The following guidelines will help a student meet these expectations:

- Students are responsible for understanding assignment requirements, staying on pace, independent work throughout the entire process.
- Parents and students are responsible for obtaining materials and supplies needed to complete assigned projects.
- Parents/guardians must allow and support proper independent student research necessary to complete assignments.
- Projects and Paper Reports not turned in on due date will receive a reduction of points. Incomplete, unsubmitted, or unsatisfactory assignments may result in a zero grade

Behavioral Expectations:

- Behave appropriately.
- Maintain a walking pace when on campus. Running and jogging are reserved for P.E and/or extracurricular activities.
- Avoid horseplay, such as, holding doors closed, slamming doors, pushing/shoving, throwing objects, etc.
- Drive appropriately on school property or at any school event.
- Behave appropriately in bathrooms.
- Avoid public or private displays of romantic affection, such as, holding hands, kissing, excessive hugging, etc. Student relationships are not to be pursued during ARCA school hours.
- Never bully another student. All bullying is strictly prohibited and will be addressed with prompt disciplinary action.
- Use language and/or gestures that are appropriate. The following infractions will result in immediate disciplinary action:
 1. Vulgar, obscene, offensive, derogatory, or disrespectful words and/or actions. The believer's talk should elevate themselves and others, not bring them down.
 2. Use of language referring to or insinuating homosexuality, "alternative" lifestyle, or gender identity inconsistent with a student's biological sex is strictly prohibited.
 3. Actions/portrayals non-biblical in manner or nature are strictly prohibited. Whether it is in a joking manner or not, ARCA has a zero-tolerance policy.
 4. Threats of or acts of violence are strictly prohibited. The commission of a threat or act of violence will result in immediate dismissal from ARCA.
- Have a compliant and respectful attitude, as well as, a spirit of obedience toward all ARCA/ARC staff.
- Remain neat and tidy. Keep your area clean and organized at all times.
- Be engaged and active in assembly and R.I.S.E. service.
- Never move, deface, or destroy any school, student, or faculty property.
- Be respectful in word and action toward any ARCA faculty, staff member, or student.

- Only display advertisements of items that are reflective of ARCA values as stated in our expectations. Posters, stickers, books, art, attire, etc. must be appropriate and pleasing to God at all times.
- All music, whether broadcast or in ear, must be pure and holy in nature at all times.
- Gossip, in any form, is prohibited at all times. All concerns must be immediately brought to the attention of ARCA administration.
- Employ proper means of communication. Note passing (paper or digital) is prohibited.
- It is never appropriate to take, reproduce, alter, display, or post any pictures or videos of any ARCA Staff or Students without the express consent of ARCA Administration. After consent has been properly received, pictures and videos taken must be viewed by ARCA administration before being made public.
- Clean up any area you occupy and any mess you create. Littering in class or on campus is prohibited. Dispose of all trash in provided receptacles.

Integrity Expectations:

- Be honest at all times. Dishonesty in any form, including lying, theft, cheating, and plagiarism (written, digital, and/or AI {artificial intelligence}) will not be tolerated. Indication of cheating on any assignment, quiz, or test will result in a zero. Parent(s) will be promptly contacted as a result of the first offense with possible suspension thereafter. This guideline applies to the person copying, as well as, to the person knowingly supplying the material to be copied.
- Never forge signatures or alter documents.
- Never alter grade reports.
- Immediately admit to and take ownership of wrong doing. Produce accurate and complete information when questioned about an event, whether you're at fault or not. Withholding known information that prevents the rapid resolution of a matter will be treated in the same regard as committing the act in question.

Athletics and Extra Curricular Activities Expectations:

All athletics related matters will fall under the direction of the Athletics Director, Bro Ken Hofler. Extra Curricular Activities (ECA) will fall under the purview of the director assigned to the activity. Please contact Bro Hofler or the associated ECA director for information prior to reaching out to ARCA Administration. All dues and required documentation for sports or activities must be received prior to participation. All supplies, equipment, and uniforms are to be returned immediately upon requested date and time to avoid unnecessary billing. All sports will, and some ECA may, require travel at various times. Participation in practice, games, fundraising, and activities is mandatory unless otherwise excused by the director involved. All participation in sports and ECA are subject to suspension or removal based upon league requirements and expectations, compliance to ARCA Student Handbook Expectations/Academic Standards/Policies, and the combined oversight of the Athletics Leadership Group, ECA

Director, and ARCA Administration. No dues will be reimbursed upon suspension or removal of a student and unreturned supplies, equipment, and uniforms will result in billing for said items. Note: All commitments to sports and ECA are for the duration of the season. Please carefully consider this obligation to the team/Coaches/Directors, ARCA, and your student's overall well-being before signing up.

To ensure eligibility and continued participation in athletics and extracurricular activities, the following expectations must be adhered to:

- Alignment and adherence to the ARCA Athletics Handbook.
- Conduct yourself in a manner that would reflect the sports leagues values and expectations, as well as those of ARCA and ARC both on and off of the court/field of play.
- Maintain an acceptable GPA in all classes.
- Athletes are expected to attend school prior to participation in sports competition/practice.
- Be responsible for and return all ARCA sports equipment, supplies, and uniforms left in your care.
- Facilities used for games, practice, and activities are to be returned to their original state of order and cleanliness before leaving the affected area.
- All student athletes are responsible for getting ahead on or making up missed classwork, quizzes, and tests.

Student Cell Phone and Smart Watch Expectations:

Students will not be permitted to have cell phones in their possession throughout the school day. Cell phone possession and usage can only be authorized by the student's homeroom teacher or ARCA administration. All cell phones must be left in the student's vehicle or in an approved phone holding bin during the school day (8:00 am-3:30 pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.

Smart watches are not permitted during the school day and will be treated as phones. Students should keep them in their vehicle or in an approved phone holding bin. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up.

ARCA and its employees will not be held responsible for lost, damaged, or stolen property. The school is not obligated to investigate the loss or damage of a cell phone.

Please note, should a student's cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. There will be absolute ZERO TOLERANCE on unauthorized cell phone use.

Technology Expectations:

Each student will be required to have a laptop or tablet device. These devices are used for various curriculums and must be compatible. During the school day, devices are to be used only after authorization from the teacher(s) involved and for school/academic related activities only, such as; completing assignments, research, testing, etc. Devices are to be fully charged at the start of the school day.

Prohibited device activities:

- Entertainment
- Peer to peer Communication
- Gaming
- Taking, altering, harboring, or posting any picture or video of any ARCA Staff or ARCA Student without the express permission of ARCA administrators.
- Broadcast music or videos. Music must be in ear only, as well as, pure and holy in nature. Outside of lesson video consumption is to be strictly academic in nature and approved by the teacher on hand.

Points for assignments will be taken away from students who use their device(s) in a prohibited manner. Detention will be issued for three device infractions. ARCA is not responsible for lost, damaged, or stolen devices or property.

Social Media Expectations:

To help guide students on the appropriate use of social media, ARCA has adopted the following expectations. The intent is to ensure that students' use of social media is consistent with the values of ARCA and does not undermine or negatively impact the learning environment. Accordingly, the following expectations apply:

- Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has any effect on the learning environment or violates the Standards of Conduct.
- Students are expected to be respectful toward ARCA personnel, teachers, administrators, and staff, as well as toward other adult members of the school community when using social media. Communication that is disrespectful toward the school, its personnel, or other members of the school community will be addressed as a disciplinary matter and a violation of the Standards of Conduct.

- Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the respectful learning environment expected at ACA, the matter will be addressed as a disciplinary issue.

TECHNOLOGY USAGE POLICY

Technology is provided to support learning and help students develop the knowledge and skills needed for school, college, and future careers. Students are expected to use all school technology in a way that reflects ARCA values, good judgment, and respect for others.

Students may use computers, devices, internet access, and approved educational software only for school-related purposes unless given permission by a teacher or administrator.

Students are expected to:

- Use technology responsibly and respectfully.
- Protect their passwords and personal information.
- Treat all equipment and devices with care.
- Respect the privacy and work of others.
- Follow all teacher instructions regarding technology use.
- Report damaged equipment or security concerns to a teacher immediately.

Students may not:

- Access inappropriate or offensive websites or content.
- Attempt to bypass the school's internet filters or security systems.
- Download or install unauthorized software or apps.
- Use technology to bully, harass, threaten, or impersonate others.
- Damage or misuse devices or networks.
- Use another person's account without permission.

Artificial Intelligence (AI):

Artificial Intelligence (AI) tools may be used only when permitted by a teacher and only for educational purposes. AI should be used to support learning—not to complete assignments for students.

Students may use approved AI tools to:

- Brainstorm ideas.
- Study concepts.

- Improve grammar or writing.
- Receive tutoring or practice questions.
- Assist with teacher-approved projects.

Students may not:

- Submit AI-generated work as their own.
- Use AI to cheat on assignments, quizzes, or tests.
- Use AI to create false information, fake images, or inappropriate content.
- Upload confidential or personal school information into AI programs.

Teachers may require students to explain how AI was used in completing an assignment.

Emerging Technology:

As new technologies become available, students are expected to use them responsibly and according to school guidelines. Any technology that disrupts learning, compromises safety, or conflicts with ARCA expectations and values may be restricted or prohibited.

Failure to follow this policy may result in disciplinary action, loss of technology privileges, financial responsibility for damaged equipment, or other consequences as outlined in the Student Handbook.

STUDENT SEARCH & SEIZURE POLICY

ARCA is committed to providing a safe, orderly, and Christ-centered learning environment. To protect the health, safety, and welfare of all students, the school reserves the right to conduct reasonable searches of students and school property when there is reasonable suspicion that a violation of school rules, school policy, or the law has occurred.

As a private Christian school in Louisiana, the school exercises its authority as a private educational institution while respecting the dignity and privacy of every student.

Student Expectations:

Students should have no expectation of privacy regarding school-owned property, including but not limited to:

- Lockers
- Desks
- School-issued technology
- School email accounts
- School network access
- Other school-owned equipment

These items remain the property of the school and may be inspected at any time with or without prior notice.

Searches of Students and Personal Property:

A school administrator or designee may conduct a reasonable search of a student or the student's personal belongings when there is reasonable suspicion that the student possesses:

- Weapons
- Illegal drugs or alcohol
- Tobacco or nicotine products
- Vaping devices or related materials
- Stolen property
- Unauthorized medications
- Dangerous objects
- Vulgar, inappropriate, or obscene materials
- Items used to cheat academically
- Any item prohibited by school policy or that threatens the safety, security, or orderly operation of the school

Personal belongings subject to search may include:

- Backpacks
- Purses
- Book bags
- Lunch boxes
- Athletic bags
- Outer garments
- Electronic devices when permitted by law and school policy

Searches will be conducted in a manner that is reasonable, respectful, and appropriate for the student's age and the nature of the suspected violation.

Electronic Devices:

Students who bring electronic devices to school acknowledge that such devices may be examined when there is reasonable suspicion that they contain evidence of a violation of school policy or applicable law. The school may inspect school-owned devices, school email accounts, cloud storage, internet usage, and digital communications conducted through school systems. Students should have no expectation of privacy when using school-owned technology or school networks.

Vehicles on School Property:

Students who drive vehicles onto school property do so with the understanding that vehicles parked on campus may be searched when school officials have reasonable suspicion that the vehicle contains prohibited or illegal items or evidence of a policy violation.

Law Enforcement:

When appropriate, school officials may notify local law enforcement authorities. Illegal substances, weapons, or other evidence of criminal activity may be turned over to law enforcement. School officials may cooperate fully with law enforcement investigations as permitted by applicable law.

Parent Notification:

Parents or legal guardians will ordinarily be notified when a search of a student or the student's personal belongings has been conducted, particularly when prohibited or illegal items are discovered. However, notification may be delayed if immediate action is necessary to protect student safety or to comply with a law enforcement investigation.

Consequences:

Any student found in possession of prohibited items may be subject to disciplinary action, including but not limited to:

- Confiscation of the prohibited item
- Parent conference
- Detention
- Suspension
- Expulsion
- Referral to law enforcement when appropriate

Disciplinary action will be determined based on the nature and severity of the violation and in accordance with the school's discipline policies.

School's Right to Maintain Safety:

The school reserves the right to take all reasonable measures necessary to maintain a safe, secure, and orderly educational environment. Enrollment at the school constitutes acknowledgment and acceptance of this Search and Seizure Policy by both students and parents.

DISCIPLINE

“The fact is, discipline is only punishment when imposed on you by someone else. When you discipline yourself, it’s not punishment but empowerment.”-Les Brown

At ARCA, we strive to maintain the Biblical example of mercy, grace, and love. It is our goal to be fair, consistent, and respectful in all disciplinary actions. The teachers and administration of ARCA are extended authority in the proper discipline of students. Disciplinary action may include verbal and/or written reinforcement, detention, community service, in school suspension (ISS), out of school suspension (OSS), or expulsion from the school. Any student who does not meet the expectations of ARCA’s Standards of Conduct will face disciplinary action.

Disciplinary Process:

Disciplinary action will begin immediately after infractions to ARCA Standards, Code, or Expectations of Conduct have been proven and supported through due process. Most disciplinary issues will be managed by the teacher assigned at the time of infraction. **Due process** is the foundational principle that protects and respects all rights owed to a person. It acts as a safeguard against arbitrary, unfair, or unreasonable action, ensuring fair treatment through established rules and principles.

Verbal/Jupiter log-The majority of disciplinary action will fall under verbal reinforcement. Verbal reinforcement must be clear, stern, and include a reminder of expectations and consequences of further infractions. It is essential to remain calm, courteous, and serious while issuing verbal reinforcement. Avoiding harsh words and tones, condemnation, and coercion are great boundaries that support positive reinforcement. A Jupiter log should only be issued after there is a clear trend that verbal reinforcement is not being heeded.

Jupiter logs are issued in an effort to document infractions, gain parental support for school expectations, and inform ARCA Admin. Jupiter Logs are not necessarily write ups as it is simply the appropriate tool to communicate corrective interaction between student and staff.

Level 1 Disciplinary Action (L1DA)-upon refusal to meet expectations despite verbal/written efforts, a student will enter L1DA. L1DA is an effort to resolve ongoing issues and will result in any combination or all of the following:

- Student conference with the teacher.
- Notification of behavior issues to parents via Jupiter Log.
- Student conference with the Administrator/Principal.
- A parent/teacher/student or parent/teacher/Administrator conference.
- Prescribed consequences (See Jupiter Logs).

Level 2 Disciplinary Action (L2DA)-upon refusal to meet expectations despite L1DA efforts, a student will enter L2DA. L2DA is an effort to resolve ongoing issues and will result in any combination or all of the following:

- Student/Parent/Teacher/Administrator conference.
- Two Detention hours.
- One hour of community service on ARCA campus.
- One page paper (topic provided by Administrator).

Level 3 Disciplinary Action (L3DA)-upon refusal to meet expectations despite L2DA efforts, a student will enter L3DA. L3DA is an effort to resolve ongoing issues and will result in any combination or all of the following:

- Student/Parent/Administrator conference.
- Two hours of community service on ARCA campus.
- ISS (number of days to be determined by Administrator).
- Two page paper (topic provided by Administrator).

Level 4 Disciplinary Action (L4DA)-upon refusal to meet expectations despite L3DA efforts, a student will enter L4DA. L4DA is an effort to resolve ongoing issues and will result in any combination or all of the following:

- Parent/Administrator conference with Pastor or Pastoral Staff.
- OSS (Administration will determine the amount of time given and terms to return back to school). The student will not be able to return until a parent/student/administration conference takes place.
- Pastoral Staff counseling.

Level 5 Disciplinary Action (L5DA)-upon refusal to meet expectations despite L4DA efforts, a student will enter L5DA. L5DA is the result of students' refusal to change behavior patterns after multiple opportunities. L5DA will result in the following:

- Expulsion from ARCA.

- NOTE: An expelled student can be reinstated upon visible student behavior improvement, pastoral counsel, and recommendation. All reinstated students are subject to a probationary period.

*A formal report to record all infractions will be retained via Jupiter Logs outlining the nature of each infraction, how the issue was addressed, and the action plan to address each infraction. Follow up steps will be amended to the initial Jupiter Log.

*Disciplinary action is sincerely intended as proactive steps for the student to meet ARCA Standards of Conduct expectations. If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or will be expelled by the ARCA Administration.

Definition of Disciplinary Terms:

- Detention Hour-one hour (3:30-4:30 pm) after school, scheduled by administration. Sibling(s) may not be present during detention. Corrective action will be written or academic in nature as assigned by ARCA administration.
- Community Service Hour-one hour (3:30-4:30 pm) after school, scheduled by administration. Sibling(s) may not be present during community service. Corrective action will be physical and service oriented in nature as assigned by ARCA administration.
- In School Suspension(ISS)-a minimum of one school day, in which, a student will not be allowed to participate in general classroom activities, recess, athletics, extracurricular activities, etc. Length of ISS will be determined and scheduled by ARCA administration.
- Out of School Suspension (OSS)-a minimum of one school day, in which, a student will not be allowed to be present on ARCA campus. The student will not be allowed to attend or participate in athletics or extracurricular activities while on OSS. Assignments may be done for the duration of OSS but **academic credit will not be given**. Upon the return to school the student must be prepared to perform as if no classes were missed. Length of OSS will be determined and scheduled by ARCA administration. A parent/student/administrator conference is required for return to school.

*APOSTOLIC RESTORATION CHURCH ACADEMY (ARCA) expects full cooperation from both student and parents in the education of the student. If at any time ARCA feels that this cooperation is lacking, the student may be requested to transfer.

*Formal appeal of disciplinary action is available at any point in the disciplinary process. Appeals must follow the Grievance Policy outlined above. All appeals will be assessed immediately and a meeting or phone conversation will be scheduled to discuss results.

ZERO GRADE POLICY

In the event that we are dealing with a student or students that have been consistently turning in graded assignments late without proper communication or cheating has occurred, the following process is to be followed:

Day 1: A log will be made via Jupiter, alerting both the student and parents that the assignment is late and there will be a 10 point deduction in the grade if the assignment is turned in the next day.

Day 2: Another log will be made noting that the assignment is two days late and an additional 10 points will be deducted from the grade when it is completed and turned in (20 points in aggregate). This log must alert the student, his/her parents, and be referred to their Homeroom teacher.

Day 3: Another log will be made noting that the assignment is three days late and an additional 10 points will be deducted from the grade when it is completed and turned in (30 points in aggregate). This log will alert the student, his/her parents, and be referred to the Principal.

Day 4: If the assignment is still incomplete and no adequate reason has been established, the zero will be issued and an alert will go out to all parties involved.

Notable exceptions to this policy:

-Students who have excused/exempted/OSA absences must be given adequate time to complete and turn in the missing assignment at your discretion. Excused/exempted/OSA absences, as well as weekends, will not count towards aggregate point deductions. Unexcused absences will count against aggregate point deductions unless there are extenuating circumstances to consider.

-Participation grades, such as ungraded classwork/homework, Bible, Art, etc can be issued as a zero grade immediately, given non participation, if adequate weighting and/or classroom standards are in place.

-All teachers and administration will be open to reason. If a valid reason is given, that explains the missing assignment, an appropriate response will occur.

-In the event of cheating, a zero grade will be immediately issued. An effort must be made to effectively discourage cheating of any sort. All quizzes and tests will be diligently observed by a staff member. All cheating will be logged and communicated appropriately and immediately to the student(s), parents, and the Principal. Communication will include fairly administered consequences for student's actions. Examples of cheating include but are not limited to: copying another student's work, obtaining answers by observation of another student's work (verbal, digital, paper, and/or gesture), willingly providing answers to another student (verbal, digital, paper, and/or gesture), plagiarism (including the overt use of AI), the use of "cheater web pages" to obtain answers or information, the unauthorized use of calculators (scientific, digital, or otherwise), and all forms of written communication in an effort to cheat.

STUDENT TRANSPORTATION, TRAFFIC CONTROL, & DROP-OFF/DISMISSAL PROCEDURE

- The speed limit across the campus parking lot is 15 miles per hour. The safety of the children is put at risk when drivers fail to follow the posted speed and route.
- “No Parking” and “Fire Zones” must be heeded at all times.
- Park in designated space only. Drop off and pickup traffic must not be impeded.
- Vehicles may be cited for parking violations.
- All parents must drive through the designated line. Students will not be sent to a car parked in the parking lot or to a parent who walks up to the dismissal door.
- Drop-off is from 7:30-8:00am and Dismissal is at 3:30pm each school day unless otherwise communicated.
- For safety and security, flow of traffic, and chain of custody transfer; all students are to be dropped off and picked up at their assigned entry/exit.
- If business needs to be conducted, please park in the parking lot and enter at the pick up door. No parent/guardian will be permitted in classroom areas or be allowed to enter through the school side doors during drop-off and pickup.
- Students will not be permitted to leave with anyone not listed in Jupiter as authorized pick-up without the express permission of the student’s parent or guardian. Permission can be granted via Jupiter message to the homeroom teacher or ARCA administration.

ATTENDANCE

School attendance is required by Louisiana law and is essential to the proper education of every student. It is one of the few things that ARCA is required to document for the State of Louisiana in the event of an audit. State law allows 10 days of unexcused absence per school year with as well as a few exceptions that do not count against the students attendance record called exemptions.

*State Attendance law can be viewed at the following link. Please focus on these statutes, as they outline the necessary requirements that ARCA, ARCA students, and ARCA staff must adhere to: RS 17:221, RS 17:226, and RS 17:232

[LA State Attendance Statutes](#)

All absences must be reported, via Jupiter, to the student’s homeroom teacher as soon as possible. In the event of sickness, funeral attendance, ongoing medical treatment, religious event, etc. the student must bring a note from a parent/guardian, an obituary for immediate family, or a doctor’s excuse informing us of the reason for absence. These documents will help us to determine whether the absence should be excused, unexcused, or exempted and will be held

in the student's personal file. All absences that are left uncommunicated or are unable to be excused will be recorded as an unexcused absence.

Students arriving between 8 am and 9 am will be charged as tardy (see the tardiness policy for more details). Students arriving between 9 am and noon will be charged ½ day's absence. Students arriving after 12:00 pm will be charged one day's absence. Students leaving between 9 am and noon will be charged 1 day's absence unless they return before 2 pm, which would result in ½ day's absence. Students leaving after lunch will be charged ½ day's absence.

Attendance can be checked via Jupiter.

Jupiter Attendance Terminology and Definitions: *Unless otherwise noted all unexcused absences will count against a student's composite 10 days of absences as prescribed by the State of Louisiana.*

- Present **(P)**-Student is in attendance on a regular school day.
- Absent **(A)** **(AH)**-Student is not in attendance for the duration or half of a regular school day. This can be changed to an excused absence based on the information provided after the student's return to school.
- Tardy **(T)**-Student is late to the start of school (after 8:00 am) or class.
- Excused **(E)** **(EH)**-Student has missed a day or half of a regular school day and proper communication and/or documentation has been received excusing the absence. *Excused absences do not count toward the 10 composite days of absences.*
- Exempt **(EX)** **(EXH)**-Student has missed a day or half of a regular school day and proper documentation has been received exempting the absence. *Exempted days do not count toward the 10 composite days of absences.*
- Office/School Activity **(OSA)**-Student has missed a day or half of a regular school day for approved Office or School related activities. *OSA days do not count toward the 10 composite days of absences.*
- In School Suspension **(IS)**-Student is serving in school suspension.
- Out of School Suspension **(OS)**-Student is serving out of school suspension.

When absences are excusable or exempted, the teacher will permit the student to make up missed assignments. In the event of an absence, it is the student's responsibility to have all assignments completed and turned in on the date that it is due. If an absence is anticipated, the parent must communicate with the student's homeroom teacher prior to the absence to ensure proper scheduling of make-up work. We strongly urge that dental and medical appointments be made after school hours. After 5 absences in a semester, parents will be required to meet with ARCA administration.

A formal appeal can be made to ARCA administration in the event of excessive unexcused absences. The formal appeal will be heard by administration and discussed with pastoral staff to determine if exemptions should be granted.

Class assignments can be assigned during excusable absences at the request of parents/guardians. Quizzes and tests may also be assigned at the request of parents/guardians and the discretion of teacher/administration.

TARDIES

A student who arrives after 8:00 am but before 9:00 am shall be considered tardy. Excessive tardies may result in disciplinary action.

Three tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with ARCA Administration.

If a student rides to school with someone other than their parents and is tardy, the student will be required to contact their parent by phone.

Student drivers that are tardy will be required to contact their parent(s) by phone. Student drivers with excessive tardies will lose driving privileges.

If a student is late to a class period the teacher will document the tardy. Three class tardies within a grading period will result in an unexcused class absence.

CHECK IN/OUT PROCEDURE

- The online ARC Academy Student Check In/Out Form must be completed for each student and event. Contact the student's Homeroom Teacher after the form is complete to check in/out.
- Students arriving after 8:00 am must check-in, online, at arrival time. Tardies will be charged for students arriving between 8-9 am (three tardies=one absence). Students arriving between 9 am-Noon will be charged ½ day's absence. One day's absence will be charged for students checking in after noon.
- Students checked out before noon will be charged one day's absence. Students checking out after noon will be charged ½ day's absence.
- To be excused or exempted, excuses must be turned in within one week of any absence.

MAKE-UP WORK

The responsibility of communicating the need for make-up work belongs to the student and/or parent. In the event of an unplanned absence, make-up work will be assigned, by the teacher involved, with appropriate time allotted to catch up missed assignments, quizzes, and tests. In the event of a planned absence or participation in an athletic event, every effort will be made to get the student ahead before the absence as prescribed by the teacher/homeroom teacher involved. Make up work may be assigned as homework and/or weekend work. All make up work must be completed and turned in, within the allotted time, to be counted as a grade. All incomplete or unreturned make up work will result in a zero grade.

SENIOR POLICY

Our graduation ceremony is generally held in the second or third week in May. Each graduate will need to prepare for the following their last month of school:

- Reception Table at Graduation (memories, pictures, guest book). Outside food will not be permitted at senior tables. All items must fit on 6ft. tabletop (no free- standing items around table).
- Students will need to submit pictures from childhood through the current school year to the school office. All pictures must be in harmony with ARCA standards of dress and conduct.
- Graduation Cap, Gown, and accessories are available for a fee.

DUAL ENROLLMENT

Junior and Senior students eligible for college dual enrollment must submit a proposed college schedule to ARCA administration prior to college registration. Once approved by administrators, the student must provide ARCA the Dual Enrollment Course Transcript for their permanent records. Apostolic Restoration Church Academy must receive a copy of college transcripts each semester to be submitted to his/her permanent record. Please note this program is an additional cost and will be paid directly to the college or university.

If so desired, ARCA will provide time in a student's schedule and a location in which the Dual Enrollment class(es) can be completed on campus during the student's school day. While ARCA staff can support and advise Dual Enrollment students, we are unable to instruct a student in their Dual Enrollment course.

Dual Enrollment Procedures:

*The following information is in regards to ULM and their processes/procedures.

1. Students/parents must create an account to fill out an online application. Website is: <https://ulm.elluciancrmrecruit.com/apply/account/create>
This pertains to NEW applicants, previously applied, but did not enroll within the academic year, previously applied, but not admitted, previously registered/completed DE classes but sat out one semester.
2. Submit a current academic year ULM DE signature page. <https://www.ulm.edu/dualenrollment/>
 - a. The signature page must include all required items in the checklist. ARC Academy will scan and email page and keep originals on file. This document is an agreement between ULM, the student, the parent and ARC Academy.
3. Additional required application documents/information must be submitted by the due dates provided by the ULM DE office. These items include, but are not limited to, application fee, Official High School Transcript, Official ACT scores-via official site only (unofficial score report must also be sent to ULM DE office) <https://www.actstudent.org/scores/send> ACT code for ULM: 1598
4. If the student has taken DE courses through another institution, they must include Official transcripts from that college to ULM admissions and unofficial transcript to ULM DE office.

ARC Academy Processes:

1. Enrollment Roster must be completed by student and submitted to the ULM DE office. One form per class including High School name (ARC Academy), course name and number and CRN (if known), as well as students name in alphabetical order (by last name)
 - a. Confirm with students the class they want to enroll in. Ensure the student(s) understand what signing the document means PRIOR to signing.
 - b. The form should be signed by the student and ARC Academy representative.

Once registration is complete, the DE office will contact ARC Academy representatives with tuition roster and CWID for the student. Students will need to log into Banner and verify class information is correct.

Once tuition rosters are verified, the parent/student can log into their account to pay the balance. All payments are due at the date listed on the Tuition Roster or ULM schedule.

***It is the parent/student responsibility to complete any payments necessary for enrollment. All payments will be made directly to ULM. Apostolic Restoration Church Academy does not process payments for students wishing to enroll in DE.*

LOST AND FOUND

Lost and Found will be cleaned out each Friday by 3:15. All students need to label their uniforms, lunch boxes, backpacks, and other personal belongings. Lost and found will be tagged and disposed of in 7 days.

SCHOOL ATTIRE AND PERSONAL APPEARANCE

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair). Sloppiness will not be allowed. The wearing of jewelry is prohibited. Person and attire must be clean and presentable.

Girls shall wear dresses or skirts that cover the knee while setting. No pants, pant dresses, shorts or sundresses are allowed. Sleeveless or brief cap sleeves are not permitted. Shirt/blouse collars must not be loose, low, or revealing in any manner. No extreme fads in dress or hair (including cutting or dying of hair). Sloppiness will not be allowed. The wearing of jewelry and makeup, including colored nail polish on fingernails or toenails is prohibited. Person and attire must be clean and presentable.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, sports events, field trips, and programs. ARCA upholds the Biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

*If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

R.I.S.E. Service Attire:

Wednesday is R.I.S.E. service day and all students and staff are expected to dress to a higher standard. Attire, such as, dress shoes, slacks, button up shirt, belt, and tie are appropriate for boys. Collared button up blouses, khaki, navy, or plaid skirts, dress shoes are appropriate attire for girls. Shirts must be tucked in on R.I.S.E. days.

Inappropriate R.I.S.E. service attire includes: T-shirts, polos, denim, athletic shoes, etc.

It should be noted that proper R.I.S.E. attire is part of the participation grade associated with Bible class.

ARCA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12

Dress Code Expectations:

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
- Students must wear clothing that fits appropriately. No oversized clothing or skin tight clothing.
- Only ARCA school logos and emblems will be allowed on clothing.
- Clothing marked with an asterisk (*) must be purchased from French Toast if possible (this includes any item that mentions “Navy Red Plaid”).
- ARCA school colors are red, navy, white, and khaki.
- All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white.
- All skirts and jumpers must cover the knees completely (even when the female is seated). Make sure that approved items from French Toast will fit your child appropriately (length, tightness, etc.).
- All shoes must be closed toe and closed back.

GIRLS DRESS CODE

Jumpers:

1. Colors-solid navy, khaki, or *Navy Red Plaid*.
2. Material-cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY.
3. Length-must be long enough to cover the knees completely (even when the student is sitting).
4. No painter or cargo style jumpers.
5. Hems must be sewn and intact.

Traditional Uniform Skirts:

1. Colors-solid navy, khaki, or *Navy Red Plaid*.
2. Material-cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY.
3. Length-must be long enough to cover the knees completely (even when the student is sitting).
4. No painter or cargo style jumpers.
5. Hems must be sewn and intact.

Classic Polo Style Shirts:

1. Colors-solid white, red, navy.

2. Sleeves-short or long-sleeved. No cap sleeves and underarms must be covered.
3. Standard 2-3 buttons.
4. Collar-turn-down collar.

Collared Blouses:

1. Colors-white, red, navy
2. Sleeves-short or long-sleeved. No cap sleeves and underarms must be covered.

Turtlenecks:

1. Colors-solid white, red, navy.
2. Must be worn under another uniform garment only (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is NOT permitted.

Sweater, Sweater Vests:

1. Colors-solid white, red, navy.
2. Cardigan, V-neck, or crewneck pullover.

Sweatshirts or Fleece Worn inside the Building:

1. Colors-solid white, red, navy.
2. School crest is suggested.

Casual Shoes:

1. All shoes must be closed-toe and closed-heel.

Belts:

1. Colors – black or brown.
2. Must be made of leather or cloth.
3. Belt buckles must be plain and standard size, no oversized buckles or buckles with emblems, signs, logos, or any other embellishments.

Physical Education Uniform: (a portion of each student's overall P.E. grade)

1. A long sleeve (6th-12th grade), loose fitting, crew neck shirt is required to be worn during P.E. Shirts must be a solid color, red or navy. Shirts with ARCA logos are approved. ARCA P.E. shirts are available for purchase from the ARC Office.
2. Black or Navy athletic skirts permitted. Skirts must cover knees even when seated.
3. Shorts or leggings are required and are to be worn under skirts.
4. Athletic shoes must be worn in the gym.

5. Tank tops are permitted under P.E. shirts.
6. P.E. attire is for P.E. only. Students will be required to return to classroom attire before returning to class.
7. Lack of required P.E. uniform will result in deduction of daily points and may result in the inability to participate in daily P.E. activities.

BOYS DRESS CODE

Traditional Uniform Pants:

1. Colors-solid navy, or khaki.
2. Material-cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY.
3. No painter or cargo style pants.
4. Hems must be sewn, intact, and may not touch the ground.

Classic Polo Style Shirts: *Must remain tucked in at all times

1. Colors-solid white, navy, or red.
2. Standard 2-3 buttons.
3. Collar – turn-down collar.

Dress Shirts: *Must remain tucked in at all times

1. Colors-solid white, navy, or red.
2. Sleeves-short or long-sleeved.

Turtlenecks:

1. Colors-solid white, navy, or red.
2. Must be worn under another uniform garment only (polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is NOT permitted.

Sweater, Sweater Vests:

1. Colors-solid white, navy, or red.
2. Must be worn with a collared shirt or turtleneck.
3. Cardigan, V-neck, or crewneck pullover.

Sweatshirts or Fleece Worn Inside the Building:

1. Colors-solid white, navy, or red.
2. School crest is suggested.

Dress or Casual Shoes:

1. All shoes must be closed-toe and closed-back.

Belts:

1. Colors-black or brown.
2. Must be made of leather or cloth.
3. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments.

Physical Education Uniform: (a portion of each student's overall P.E. grade)

1. A long sleeve (6th-12th grade), loose fitting, crew neck shirt is required to be worn during P.E. Shirts must be a solid color, red or navy. Shirts with ARCA logos are approved. ARCA P.E. shirts are available for purchase from the ARC Office.
2. Black or navy athletic pants are permitted.
3. Athletic shoes must be worn in the gym.
4. Tank tops are permitted under P.E. shirts.
5. P.E. attire is for P.E. only. Students will be required to return to classroom attire before returning to class.
6. Lack of required P.E. uniform will result in deduction of daily points and may result in the inability to participate in daily P.E. activities.

FREE DRESS/SPIRIT DAYS

On occasion there will be designated free dress days. On free dress days students may wear attire other than those specified above. These days may include denim and themed attire. Modesty expectations must be adhered to on free dress days whether on or off campus.

STUDENT WITHDRAWALS

Withdrawals from school must be communicated via the ARC Academy Official Withdrawal Form.

https://docs.google.com/forms/d/e/1FAIpQLSf7Uk_ntl66lmmQF4ymT2exblM7cdcf5L4JjK6RFZ3UV7wJ6g/viewform

Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full monthly tuition will be charged. Report cards,

transcripts, and other records will **not** be issued to or on the behalf of a transferring student without a completed withdrawal form and whose account is not current.